

## ELECTIONS FOR UNIVERSITY SENATE

The Elections Committee composed of James Robinson, James Mann, Karl Schlichter, Faye Belcher and Patti Rae Smith have announced that the deadline for filing nominations and/or for candidacy as an administrator senator, faculty senator, and/or support staff senator is April 15, 1980.

An administrator senator is defined as vice-president, dean, associate dean, director, associate director, departmental head, registrar, and controller.

A faculty senator is defined as a full-time faculty member with a rank of instructor and above who have been employed at Morehead State University at least one semester and who spends at least fifty percent of the time in teaching.

A support staff senator is defined as a full-time employee of the university who does not fall within the definition of a faculty member or administrator and who has been employed at least one semester at Morehead State University.

A student is defined as a person engaged in full-time undergraduate or graduate study.

The members of the Elections Committee encourage you to file a nomination or file for candidacy by April 15, 1980. Send your nominations and candidacy papers to University Senate, Elections Committee, UPO 1020 immediately.

Patti Rae Smith  
Faye Belcher  
James Mann  
James Robinson  
Karl Schlichter  
Tom Scott, ex officio

MOREHEAD STATE UNIVERSITY SENATE  
NOMINATION FORM

I do hereby nominate \_\_\_\_\_ as a  
(write in)  
candidate for the University Senate for the term beginning  
in 1980-81 representing the following: (Check one)

	School, Bureau, Division	At Large
administrator senator	<input type="checkbox"/>	<input type="checkbox"/>
faculty senator	<input type="checkbox"/>	<input type="checkbox"/>
<del>student senator</del>	<input type="checkbox"/>	<input type="checkbox"/>
support staff senator	<input type="checkbox"/>	<input type="checkbox"/>

My nominee represents the following: (Check one)

ADMINISTRATORS:

Bureau of Academic Affairs.....☐  
Bureau of Fiscal Affairs.....☐  
Bureau of Student Affairs.....☐  
Bureau of University and Regional Services.....☐  
Independent Divisions.....☐  
(Athletics, Budget, Planning, Public Info.)

FACULTY:

School of Applied Science/Technology.....☐  
School of Business and Economics.....☐  
School of Education.....☐  
School of Humanities.....☐  
School of Sciences/Mathematics.....☐  
School of Social Sciences.....☐

SUPPORT STAFF:

Bureau of Academic Affairs.....☐  
Bureau of Fiscal Affairs.....☐  
Bureau of Student Affairs.....☐  
Bureau of University and Regional Services.....☐  
Other (President's Office and Independent Div.).....☐

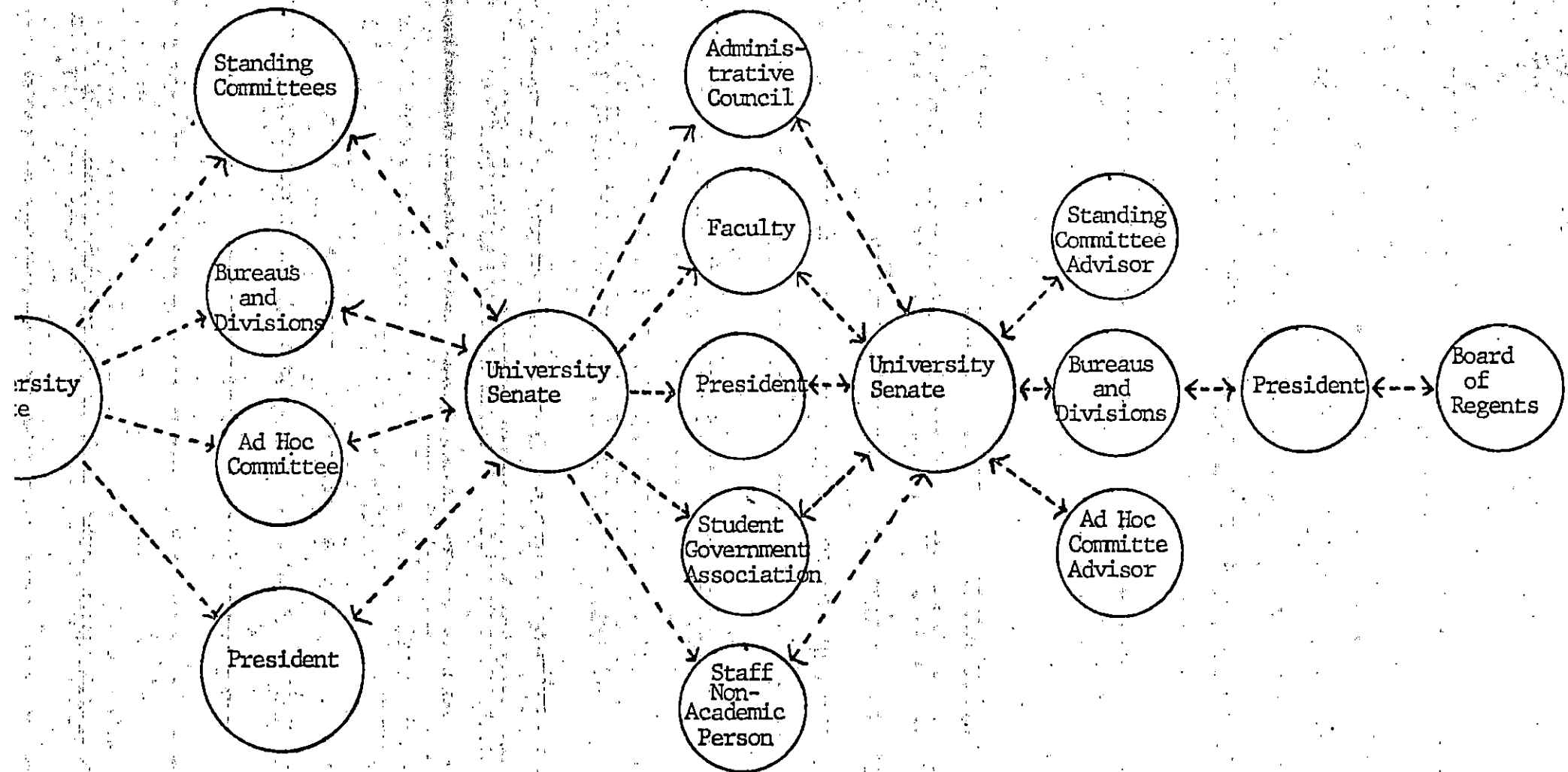
I have the prior approval of my candidate for nomination.

signed \_\_\_\_\_

Return to UPO 1020  
Deadline April 15, 1980

# UNIVERSITY SENATE COMMUNICATION

## PERT CHART



no roll call  
no approval of minutes  
Textbook rental - John Collins -

U. of Merce  
3 other college stores  
journal article -  
College and university.

Hammonds. new book

~~used~~  
used book

Congress of Faculty -

Subcommittee on Constitution

changed name -

Congress of Senate Faculty <sup>Leaders</sup> ~~members~~  
Tom Jones. Western Ky. was sent  
to Senator Davis -  
Western, Northern, Murray, U. of Louis

Resolution by Lake Cooper -

Best resolved

that

direct its chairman to work with

to share inf. to meet and  
an advisory capacity.

need  
resolution -

University Senate  
Faculty Senate - Western, Northern, U. of L., Murray -

Un - U.K. - ~~was~~ <sup>maybe</sup> Eastern - Marshall  
2 member chairman, one other faculty member  
If our chairman was adv. they could not work

Private - Independent College and universities

11/19/79

MOREHEAD STATE UNIVERSITY  
UNIVERSITY SENATE  
CONSTITUTION

Present

INTRODUCTORY ARTICLE

Section 1. The assembly described herein shall be known as the University Senate of Morehead State University.

Section 2. "<sup>omitted</sup>Elements of the University" means the administration and staff, the faculty, and the student body.

Section 3. The University Senate shall have as its purpose to serve the university community in the following capacities:

a. As an advisory body in the development of policies of the institution, reporting to the various elements of the university on relevant questions;

b. As a liaison or communicative link among the various elements of the University, and between these elements and the Board of Regents through the President of the University;

✓ c. As a deliberative body to give voice to the consensus of the university community on any issues or questions which might arise;

d. And as a coordinator of the work of the university committees.

Proposed

INTRODUCTORY ARTICLE

Section 1. The assembly described herein is known as the University Senate of Morehead State University.

Section 2. The University Senate consists of representatives of the administration, faculty, support staff, and students. ↗

Section 3. The purpose of the University Senate is to serve the university community in the following capacities:

C ? a. As a body to give voice to the consensus of the university community on issues, problems and questions identified by the Senate;

a b. As a body to advise the President on the concerns of the university community regarding present and proposed policies which affect them.

Void- the old  
Constitution -  
Schedule  
placed on  
Constitution -

Senator Kappas  
Senator Hickman  
Senator Turner

Present  
ARTICLE ONE

Section 1. The University Senate shall be composed of members of the administration, the faculty, and the student body. All members of the Senate shall be voting members.

Section 2. By virtue of their administrative offices, the following shall be members of the Senate: The President of the University, the Vice President of Academic Affairs, the Dean of Graduate Programs, and the Dean of Undergraduate Programs. *President - Student Government Assoc.*

Section 3. One member shall be elected by each of the following bureaus of the University: The Bureau of Business Affairs, the Bureau of Student Affairs, the Bureau of University Affairs, and the Bureau of Research and Development. One member shall be elected from the Department of Military Science and one member shall be elected from the Library. The terms of office for these members shall be for two years. No one of this membership may serve more than two consecutive terms.

Section 4. Two academic Deans of the University shall be members of the University Senate. This membership is to be rotated alphabetically among the Schools. The term of the office shall be for two years and shall be rotated in such a way that one new member shall be elected each year. (For the first selection, the School listed first in alphabetical order shall be represented by the Dean of that School for one year. The selection for membership from the School listed second in alphabetical order shall be for two years. Subsequent membership shall be for two years each.)

Section 5. One Department Head or Division Chairman from each School of the University shall be a member of the University Senate. This membership is to be rotated alphabetically among the Departments or Divisions of each School. The term of office for these members shall be one year.

Proposed  
ARTICLE ONE

Representation

Section 1. The University Senate is composed of members of the administration, the faculty, support staff *added* and the students.

Section 2. A total of thirty full-time faculty members are to be elected to the University Senate for staggered three-year terms. Of the thirty, eighteen (three from each school) are to be elected by the respective schools and twelve are to be elected by the university faculty at-large. Full-time faculty members with the rank of instructor and above who have been employed at least one semester are eligible for membership in the Senate. No faculty member may serve more than two consecutive terms. (A full-time faculty member is defined as one who spends at least fifty (50) percent of his/her time in teaching.)

Section 3. A total of nine administrators are to be elected at-large to the University Senate for staggered three-year terms. No administrator may serve more than two consecutive terms. (Administrator *definition* is defined as vice-president, dean, *added* associate dean, director, associate director, department head, registrar and controller);

Section 4. A total of six support staff members are to be elected at-large to the University Senate for staggered three-year terms. To qualify for membership on the University Senate, a candidate must have been employed at least one semester at Morehead State University. No support staff member may serve more than two consecutive terms. (A *def added* support staff member is defined as a full-time employee of the university who does not fall within the definition of a faculty member or administrator);

Section 5. A total of fifteen students are to be elected to the University Senate for one-year terms. Of the fifteen, two are to be elected from each school and three from the student body at-large. (A student is defined as a person engaged in full-time undergraduate and/or graduate study);

*Section 6 By virtue*

## Present

Section 6. Four faculty members from each School of the University shall be elected to the Senate. Only faculty members who have served at least two academic years at Morehead State University and who spend at least fifty (50%) per cent of their time in teaching shall be eligible for this membership in the Senate. The term of office shall be for two years, the membership from each School to be elected in the individual School in such a way that two members shall be elected each year. No one of this membership may serve more than two consecutive terms. (For the first election, the two members receiving the largest number of votes will serve two years; the two members receiving the next highest number of votes will serve one year. In case of a tie vote, the term of office shall be by lot.)

Section 7. Two students from each of the Schools of the University and two students from the Graduate Programs of the University shall be elected in a manner to be determined by the Student Council for the Senate membership. Only full-time students in good standing are eligible for Senate membership. The terms of office shall be for one year.

Section 8. In case of vacancies, they shall be filled as follows: For bureau memberships, the vacancy shall be filled by the Vice President of the bureau; for department heads or division chairmen membership vacancy and faculty membership vacancy, the Dean of the relevant School shall appoint the member to fill out the unexpired term; for the student membership vacancy, the Student Council shall appoint a member to fill out the unexpired term.

## ARTICLE TWO

Section 1. A presiding officer to be known as the Chairman of the University Senate shall be elected by the membership of the Senate at the first regularly scheduled

## Proposed

## ARTICLE TWO

Section 1. The chairperson is ~~to be~~ the presiding officer of the University Senate. The term of office is one year.

Section 2. The chairperson-elect <sup>added</sup> is ~~to be~~ elected by the membership of the University Senate at its February <sup>second</sup> meeting each year and will assume office of chairperson at the first <sup>regular</sup> meeting ~~of the University Senate~~ during the following fall semester. ~~The term of office is one year;~~

Section 3. A vice-chairperson is ~~to be~~ elected from among the membership of the University Senate at the first meeting of each fall semester. At the request of the chairperson, or in the event of the absence of the chairperson, the vice-chairperson ~~is to~~ preside at meetings and otherwise fulfill the duties and obligations of the chairperson. The term of office is one year;

Section 4. A secretary is ~~to be~~ elected from the membership of the University Senate at the first meeting of each fall semester. The secretary is ~~to be~~ responsible for the preparation of minutes, and distribution of the minutes, and for other duties as ~~may be~~ assigned by the chairperson. The term of office is one year;

Section 5. A parliamentarian may be appointed by the chairperson from the membership of the University Senate.

## ARTICLE THREE

Section 1. To <sup>reworded</sup> ~~amend the Constitution~~, a Senate <sup>shall</sup> ~~member~~ must submit a proposed amendment in writing to the chairperson. The proposed amendment shall be included on the agenda of the next scheduled meeting; <sup>regular</sup>

*Senate amends the old const*

meeting of each fall semester. Members of the University Senate shall be eligible for election to the office of Chairman. The Chairman shall preside at the meetings of the University Senate throughout the year or until a new Chairman has been elected.

Section 2. A Vice-Chairman shall be elected from among those members of the University Senate. At the request of the Chairman or in the event of his absence, the Vice-Chairman shall preside at meetings of the University Senate, and otherwise fulfill the duties and obligations of the Chairman.

Section 3. A Secretary of the University Senate shall be elected annually from members of the University Senate. He shall be responsible for the preparation of minutes and for such duties as may be assigned by the Chairman.

Section 4. A Parliamentarian shall be appointed by the Chairman from the membership of the Senate.

Section 5. At the first regularly scheduled meeting of the University Senate, the Chairman of the previous year shall preside and ask for nominations from the floor for the offices of Chairman, Vice-Chairman, and Secretary. If two or more nominees are named for an office, election shall be by secret ballot. The nominee receiving the most votes shall be declared the winner. The newly elected officers and the Parliamentarian will assume their positions at the next scheduled meeting of the University Senate.

### ARTICLE THREE

Section 1. Any member of the Senate may submit a proposed amendment to the Constitution in writing to the Chairman of the Senate, who shall include it on the agenda of the next scheduled meeting.

Section 2. At the next regular meeting of the Senate following submission and discussion of the amendment, the Senate may vote upon the amendment. The proposed amendment to the Constitution may be ratified by a two-thirds vote of the membership of the University Senate.

Section 2. At the next meeting following submission and ~~discussion~~ of the proposed amendment, the Senate shall <sup>decide and it ends voting</sup> vote. An amendment to the Constitution shall <sup>be</sup> ratified by two-thirds of the <sup>membership present and voting</sup> legal votes cast and shall become effective immediately, ~~except~~ In cases involving changes in representation which <sup>amendments</sup> shall become effective at the first meeting of the following fall semester. *above*



BY-LAWS

Present Constitutional By-Laws

Section 1. Meetings

Meetings of the University Senate shall be held at 4:10 p.m. on the second Thursday of each month during the regular school year provided that the members shall have received notice of agenda items one week prior to the meeting date. The Chairman of the University Senate shall have the power to call special meetings at such times as he deems necessary. Notice of call meetings shall state an agenda. (Amended January 10, 1974)

Section 2. Quorum

The presence of a simple majority of the members of the University Senate shall constitute a quorum.

Section 3. Parliamentary Rules

The procedures of the University Senate shall follow the rules established in the most recently revised edition of Robert's Rules of Order.

Section 4. Agenda Committee

The Chairman of the University Senate shall appoint an agenda committee for the purpose of receiving, considering, and adopting topics for the agenda for the next regularly scheduled meeting of the University Senate.

Section 5. Agenda

The following procedures shall apply for the selection of topics for the agenda:

- a. All material to be considered must be in the hands of the committee by 10:00 a.m. on the Thursday two weeks prior to the regular meeting date. (Amended January 10, 1974)
- b. Each item must be submitted in writing and signed by the person or persons making the request.

Proposed Constitutional By-Laws

Section 1. Meetings

- a. Meetings of the University Senate are held at 4:10 p.m. on the second and fourth Thursdays of each month during the regular school year. The chairperson of the University Senate may call special meetings, cancel meetings or re-schedule meetings as he/she deems appropriate.
- b. By written petition to the chairperson, a majority of the membership may call a special *added* meeting.
- c. The presence of a simple majority of membership of the University Senate constitutes a quorum. A record of the members attending meetings ~~will be kept~~ and a list of members absent ~~will be included in the Minutes of the meeting.~~
- d. The procedures of the University Senate follow the rules established in the most recently revised edition of Robert's Rules of Order. An agenda ~~will be prepared and distributed to the membership by the beginning of each meeting.~~ In order to be considered for the published agenda, an item ~~must be submitted to the chairperson forty-eight hours in advance of the meeting.~~ Each item ~~must be submitted in writing and signed by the person or persons making the request.~~ The elected officers of the University Senate, meeting as a group, ~~will determine the priority of items appearing on the published agenda.~~ Items not submitted for the published agenda may be accepted for discussion and action by a majority of ~~those present and voting.~~ *the legal votes* affirmative vote of *cost.* the membership present and vot.

*delete  
in your  
copy*

Section 2. Membership

Present Constitutional By-Laws

- c. Items selected for the agenda will be given priorities determined by the need for immediate or pressing recommendations from the Senate.
- d. If there are no items which merit more immediate recommendations than others, the agenda will be compiled as the requests are received.
- e. Since the Senate recommends to various University policy making groups, it will be necessary to select agenda topics on which, when recommended by the Senate, action may be taken by these various groups.
- f. Items not selected for the agenda will be listed on separate sheet and will be made available to all Senate members for their consideration.
- g. The agenda committee will have the right to ask for verification of any signature submitted on a request.
- h. Agenda items for all meetings shall be exempt from the preceding regulations and shall be the responsibility of the Chairman of the University Senate.  
(Added January 10, 1974)

- a. Elections for University Senate membership <sup>are</sup> ~~must~~ be held in the spring not later than May 1. The newly elected members assume their positions at the first regularly ~~scheduled~~ meeting of the Senate of each fall semester;
- b. The Senate has the authority <sup>added</sup> to declare vacancies in its membership by reason of absenteeism, resignation ~~and/or~~ other appropriate circumstances.
- c. <sup>When a vacancy occurs,</sup> In case of vacancies, the Senate <sup>conducts</sup> ~~conducts~~ an election <sup>committee on elections</sup> ~~is to call~~ <sup>change</sup> an election within thirty days. <sup>from</sup>

Section 3. Senate Committees

The first meeting of each University Senate Committee is ~~to be~~ called by the chairperson of the Senate. <sup>Alpha</sup>

- <sup>b</sup> a. Senate Committee on Elections.  
The chairperson appoints from the <sup>voting</sup> ~~voting~~ membership a Committee on Elections to be composed of two faculty members, <sup>change</sup> ~~one~~ administrator, <sup>one</sup> ~~one~~ support staff member and one student. <sup>constituting</sup>  
<sup>alpha</sup> This committee is authorized to conduct regular and special elections;
- <sup>X</sup> b. Senate Committee on Budgets. <sup>added</sup>  
The chairperson appoints from the voting membership a committee on university budgets to be composed of two faculty members, one administrator, one support staff member and one student. This committee reviews preparation of University budgets and, with consent of the Senate, makes recommendations directly to the President of the University. The committee reports to the University Senate about its work but confidential budgetary information not previously made public by the University is not disclosed;

Section 6. Elections

The election of student membership to the University Senate shall be held at the regularly scheduled Spring Student Council election. Elections for University Senate membership other than students shall be held in the spring not later than May 15. These newly elected members shall assume their positions at the first regularly scheduled meeting of the Senate of each fall semester.

Section 7. Elections Committee

The Elections Committee, appointed by the Chairman of the University Senate, shall be composed of members of the University Senate to include one member from each of the Schools of the University and one student. This committee shall be

*under  
committee*

*Printed*

appointed at the second regularly scheduled meeting of the Senate. The members shall hold office until successors are appointed. The functions of the Elections Committee shall be as follows:

- a. This committee shall assist the Chairman during the election of University Senate Officers at the first regularly scheduled meeting of the Senate. In addition, every two years this committee shall assist the Chairman in the election of faculty members for the standing committees of the University.
- b. This committee shall record the alphabetic rotation of each School and notify the appropriate Dean of the School of his Senate membership by May 15.
- c. This committee shall record the alphabetic rotation of Departments of each School and notify the appropriate Department Head of his Senate membership by May 15.
- d. This committee shall be responsible for sending reminders concerning the election date to the following areas of elected membership:
  - (1.) Bureau of Business Affairs
  - (2.) Bureau of Student Affairs
  - (3.) Bureau of University Affairs
  - (4.) Bureau of Research and Development
  - (5.) Each School of the University
  - (6.) Student Council

#### Section 8. Faculty Committee on Committees ~~omit it~~

The University Senate shall elect from its faculty membership one member to serve on each of the standing committees of the University. This membership shall comprise a committee whose responsibility shall be to report to the University Senate all actions of the standing committees of the University. In addition, this committee will transmit recommendations of the University Senate to the standing committees of the University. Vacancies in this committee shall be appointed from the faculty membership by the Chairman of the University Senate.

#### Proposed Constitution

- b* c. Senate Committee on Faculty Concerns. Senators elected by the faculty ~~will~~ <sup>added</sup> comprise the Committee on Faculty Concerns. ~~This~~ <sup>added</sup> committee identifies faculty concerns and presents written reports as necessary to the University senate;
- a* d. Senate Committee on Administrative Concerns. Senators elected by the administrators <sup>added</sup> comprise the Committee on Administrative Concerns. ~~This~~ <sup>The</sup> Committee identifies administrative concerns and presents written reports as necessary to the University Senate;
- e* e. Senate Committee on Support Staff Concerns. Senators elected by the support staff comprise the Committee on Support Staff Concerns. ~~This~~ <sup>The</sup> committee identifies support staff concerns and presents written reports as necessary to the University Senate;
- d* g. Senate Committee on Student Concerns. ~~Students~~ <sup>Senators</sup> elected by the student body comprise the Committee on Student Concerns. ~~This~~ <sup>The</sup> committee identifies student concerns and presents written reports as necessary to the University Senate;

*f* ~~and~~ <sup>ad</sup> Hoc

#### Section 4. Transmittal

The Chairperson of the University Senate transmits in writing, ~~all~~ <sup>all formal</sup> actions of the University Senate and requests that all formal communications to the Senate be in writing.

Present

Section 9. Faculty Committee on Professional Ethics and Conduct

<sup>omitted</sup>  
A faculty committee shall be established by the University Senate to consider matters pertaining to professional ethics and conduct of the faculty members of the University. Any complaint, charge, or conduct involving malfeasance, moral turpitude, or incompetence believed to be damaging to the personal or professional reputation of an individual faculty member shall be brought before this committee. The committee shall report to the University Senate on all matters discussed before this committee with or without recommendation. Any faculty member of the University who has served two academic years at the University shall be eligible for appointment by the Chairman of the University Senate to membership on this committee.

Section 10. Temporary Chairman of Committee

<sup>changed to chairman</sup>  
For all University Senate committees, the Chairman of the University Senate shall <sup>will</sup> appoint from the committee's membership a temporary chairman whose responsibility shall be to assemble the committee for the purpose of electing its officers. <sup>coll</sup>

Section 11. Transmittal

The Chairman of the University Senate shall transmit in writing all formal actions from the University Senate to the appropriate persons and/or committees and shall request that all formal communications to the Senate be in writing.

Section 12. Order of Business

The order of business at meetings of the University Senate shall be:

- a. Meeting shall be called to order
- b. Reading and approval of the minutes
- c. Reports of the committees <sup>omitted</sup>
- d. Unfinished business

Section 5. Order of Business

The order of business at meetings of the University Senate shall be: <sup>is added</sup>

- a. Call to order and roll call;
- b. Action on minutes of the previous meeting;
- c. Unfinished business;
- d. New business in the order appearing on the published agenda; <sup>or as accepted by the membership.</sup>
- e. Adjournment;

Section 6. Amendment

- a. To ~~amend the By-Laws~~, <sup>A Senate member</sup> ~~shall~~ <sup>amendments</sup> submit a proposed amendment in writing to the chairperson. The proposed amendment shall be included on the agenda of the next <sup>regular</sup> scheduled meeting;
- b. At the next <sup>regular</sup> meeting following submission <sup>of the proposed amendment</sup> and discussion of the proposed amendment, the Senate shall <sup>shall discuss it and vote</sup> vote. An amendment to the By-Laws shall be ratified by two-thirds of <sup>the legal votes cast</sup> the legal votes cast and shall become effective immediately.

Present

- e. New business in the order appearing on the agenda
- f. Adjournment

Section 13. Amendment, Alteration, or Repeal

The By-Laws may be amended, altered, or repealed by the following process:

- a. A member of the University Senate may submit in writing a proposed amendment, alteration, or repeal of any By-Law to the Chairman of the University Senate. The Chairman shall give written notice thereof to the members of the University Senate and shall include it on the agenda of the next meeting.
- b. At the meeting following submission, the University Senate may discuss and vote upon the said amendment, alteration, or repeal. Ratification of the proposed change shall be by the vote of a simple majority of the membership present at the meeting.

# DRAFT

MOREHEAD STATE UNIVERSITY

SENATE

CONSTITUTION AND BY-LAWS

PROPOSED REVISION

December 6, 1979

NOTICE: A Hearing will be held in Adron Doran University Center in  
West Room-A

December 11 and 12 from 3:00-4:00 each day. Come to the Hearing and discuss the proposed revision. The committee members will discuss the ideas you present for incorporation into the proposed revised Constitution. Come to the Hearings and discuss the proposed revision with the following committee members:

Tuesday- December 11

3:00-3:30 Dr. Louise Hickman and Mr. Keith Kappes

3:30-4:00 Randy Turner

Wednesday-December 12

3:00-3:30 Dr. Charles Holt

3:30-4:00 Faye Belcher

Committee Members: Faye Belcher  
Dr. Louise Hickman  
Mr. Keith Kappes  
Dr. Charles Holt  
Randy Turner  
Dr. Glenn Rogers

# DRAFT

MOREHEAD STATE UNIVERSITY  
UNIVERSITY SENATE  
CONSTITUTION

Present

Proposed

INTRODUCTORY ARTICLE

Section 1. The assembly described herein shall be known as the University Senate of Morehead State University

Section 2. "Elements of the University" means the administration and staff, the faculty, and the student body.

Section 3. The University Senate shall have as its purpose to serve the university community in the following capacities:

a. As an advisory body in the development of policies of the institution, reporting to the various elements of the university on relevant questions;

b. As a liaison or communicative link among the various elements of the University, and between these elements and the Board of Regents through the President of the University ;

c. As a deliberative body to give voice to the consensus of the university community on any issues or questions which might arise;

d. And as a coordinator of the work of the university committees.

Section 1. (same as present)

Section 2. The University Senate shall consist of representatives of the administration faculty, support staff, and students.

Section 3. The purpose of the University Senate shall be to serve the university community in the following capacities:

a. As a deliberative body to give voice to the consensus of the university community on issues, problems, and questions identified by the Senate; and to review institutional policies proposed for submission to the Board of Regents;

b. As an advisory body in the development of institutional policies, reporting to the president, and when appropriate, to the other elements of the university;

c. As a disseminator of information regarding actions taken by university committees, councils, and the President's Cabinet.

Present  
ARTICLE ONE

Section 1. The University Senate shall be composed of members of the administration, the faculty, and the student body. All members of the Senate shall be voting members.

Section 2. By virtue of their administrative offices, the following shall be members of the Senate: The President of the University, the Vice President of Academic Affairs, the Dean of Graduate Programs, and the Dean of Undergraduate Programs.

Section 3. One member shall be elected by each of the following bureaus of the University: The Bureau of Business Affairs, the Bureau of Student Affairs, the Bureau of University Affairs, and the Bureau of Research and Development. One member shall be elected from the Department of Military Science and one member shall be elected from the Library. The terms of office for these members shall be for two years. No one of this membership may serve more than two consecutive terms.

Section 4. Two academic Deans of the University shall be members of the University Senate. This membership is to be rotated alphabetically among the Schools. The term of the office shall be for two years and shall be rotated in such a way that one new member shall be elected each year. (For the first selection, the School listed first in alphabetical order shall be represented by the Dean of that School for one year. The selection for membership from the School listed second in alphabetical order shall be for two years. Subsequent membership shall be for two years each.)

Section 5. One Department Head or Division Chairman from each School of the University shall be a member of the University Senate. This membership is to be rotated alphabetically among the Departments or Divisions of each School. The term of office for these members shall be one year.

Proposed  
ARTICLE ONE

Section 1. The University Senate is composed of members of the administration, the faculty, support staff, and the students of the University with one-half the voting membership being faculty;

Section 2. By virtue of their administrative offices, the president of the University, the vice presidents of the Bureaus, and the president of the Student Government Association are ex officio, non-voting members of the University Senate;

Section 3. A total of thirty full-time faculty members are to be elected to the University Senate for staggered three year terms. Of the thirty, twenty-four (four from each school) are to be elected and six are to be elected by the faculty at-large. Full-time faculty members with the rank of instructor and above are eligible for membership in the Senate. No faculty member may serve more than two consecutive terms. (A full-time faculty member is defined as one who spends at least fifty (50%) per cent of his/her time in teaching);

Section 4. A total of six administrators are to be elected at large to the University Senate for staggered three year terms. No administrator may serve more than two consecutive terms;

- a. Department heads may participate in elections either as administrators or as faculty members but not as both. Each department head must indicate in writing how he/she chooses to participate;

Section 5. A total of ten support staff are to be elected to the University Senate for staggered three year terms. To qualify for membership on the University Senate, a candidate must have completed one full year of employment at Morehead State University. No support staff may serve more than two consecutive terms.



## Present

Section 6. Four faculty members from each School of the University shall be elected to the Senate. Only faculty members who have served at least two academic years at Morehead State University and who spend at least fifty (50%) per cent of their time in teaching shall be eligible for this membership in the Senate. The term of office shall be for two years, the membership from each School to be elected in the individual School in such a way that two members shall be elected each year. No one of this membership may serve more than two consecutive terms. (For the first election, the two members receiving the largest number of votes will serve two years; the two members receiving the next highest number of votes will serve one year. In case of a tie vote, the term of office shall be by lot.)

Section 7. Two students from each of the Schools of the University and two students from the Graduate Programs of the University shall be elected in a manner to be determined by the Student Council for the Senate membership. Only full-time students in good standing are eligible for Senate membership. The terms of office shall be for one year.

Section 8. In case of vacancies, they shall be filled as follows: For bureau memberships, the vacancy shall be filled by the Vice President of the bureau; for department heads or division chairmen membership vacancy and faculty membership vacancy, the Dean of the relevant School shall appoint the member to fill out the unexpired term; for the student membership vacancy, the Student Council shall appoint a member to fill out the unexpired term.

## ARTICLE TWO

Section 1. A presiding officer to be known as the Chairman of the University Senate shall be elected by the membership of the Senate at the first regularly scheduled

## Proposed

Section 6. A total of fourteen students, two from each school, are to be elected to the University Senate for one-year terms. Of the fourteen, two are to be elected by the student body at large;

Section 7. In case of vacancies, the election committee of the University Senate is to call for an election within thirty days of the vacancy becoming official.

## ARTICLE TWO

Section 1. The chairperson is to be the presiding officer for the University Senate. The chairperson is to serve in that position for one year. The term of office is for one year. This person is to be a faculty senator;

Section 2. The chairperson-elect is to be elected by the membership of the University Senate at its February meeting each year and will preside as chairperson at the first meeting of the University Senate during the following fall semester. This person shall be a full-time faculty member;

Section 3. A vice-chairperson is to be elected from among the voting members of the University Senate at the first meeting of each fall semester. At the request of the chairperson, or in the event of the absence of the chairperson, the vice-chairperson is to preside at meetings and otherwise fulfill the duties and obligations of the chairperson;

Section 4. A secretary of the University Senate is to be elected from among the voting members of the University Senate at the first meeting of each fall semester. The secretary is to be responsible for the preparation of minutes and for such duties as may be assigned by the chairperson;

Section 5. Elections at the first meeting of the University Senate each fall semester is to be presided over by the newly installed chairperson.

meeting of each fall semester. Members of the University Senate shall be eligible for election to the office of Chairman. The Chairman shall preside at the meetings of the University Senate throughout the year or until a new Chairman has been elected.

Section 2. A Vice-Chairman shall be elected from among those members of the University Senate. At the request of the Chairman or in the event of his absence, the Vice-Chairman shall preside at meetings of the University Senate, and otherwise fulfill the duties and obligations of the Chairman.

Section 3. A Secretary of the University Senate shall be elected annually from members of the University Senate. He shall be responsible for the preparation of minutes and for such duties as may be assigned by the Chairman.

Section 4. A Parliamentarian shall be appointed by the Chairman from the membership of the Senate.

Section 5. At the first regularly scheduled meeting of the University Senate, the Chairman of the previous year shall preside and ask for nominations from the floor for the offices of Chairman, Vice-Chairman, and Secretary. If two or more nominees are named for an office, election shall be by secret ballot. The nominee receiving the most votes shall be declared the winner. The newly elected officers and the Parliamentarian will assume their positions at the next scheduled meeting of the University Senate.

### ARTICLE THREE

Section 1. Any member of the Senate may submit a proposed amendment to the Constitution in writing to the Chairman of the Senate, who shall include it on the agenda of the next scheduled meeting.

Section 2. At the next regular meeting of the Senate following submission and discussion of the amendment, the Senate may vote upon the amendment. The proposed amendment to the Constitution may be ratified by a two-thirds vote of the membership of the University Senate.

### ARTICLE THREE

Section 1. To amend the Constitution, a Senate member must submit a proposed amendment in writing to the chairperson. The proposed amendment shall be included on the agenda of the next scheduled meeting.

Section 2. At the next meeting following submission and discussion of the proposed amendment, the Senate shall vote. An amendment to the Constitution shall be ratified by a two-thirds vote of those present and voting.

## BY-LAWS

### Present Constitutional By-Laws

#### Section 1. Meetings

Meetings of the University Senate shall be held at 4:10 p.m. on the second Thursday of each month during the regular school year provided that the members shall have received notice of agenda items one week prior to the meeting date. The Chairman of the University Senate shall have the power to call special meetings at such times as he deems necessary. Notice of call meetings shall state an agenda. (Amended January 10, 1974)

#### Section 2. Quorum

The presence of a simple majority of the members of the University Senate shall constitute a quorum.

#### Section 3. Parliamentary Rules

The procedures of the University Senate shall follow the rules established in the most recently revised edition of Robert's Rules of Order.

#### Section 4. Agenda Committee

The Chairman of the University Senate shall appoint an agenda committee for the purpose of receiving, considering, and adopting topics for the agenda for the next regularly scheduled meeting of the University Senate.

#### Section 5. Agenda

The following procedures shall apply for the selection of topics for the agenda:

- a. All material to be considered must be in the hands of the committee by 10:00 a.m. on the Thursday two weeks prior to the regular meeting date. (Amended January 10 1974)
- b. Each item must be submitted in writing and signed by the person or persons making the request.

### Proposed

#### Section 1. Meetings

- a. Meetings of the University Senate are held at 4:10 p.m. on the sencond and fourth Thursdays of each month during the regular school year. The chairperson of the University Senate has the power to call special meetings , cancel meetings and reschedule meetings as he/she deems necessary.
- b. Quorum. The presence of a simple majority of voting members of the University Senate constitutes a quorum. A record of the members attending meetings will be kept and a list of members absent will be included in the Minutes of the meeting.
- c. Parliamentary Rules. (Same as present Constitution)
- d. Agenda. All material to be considered will be in the hands of the chairperson forty-eight hours before a scheduled meeting. Each item must be submitted in writing and signed by the person or persons making the request. The chairperson will determine the priority of the items submitted.  
  
The University Senate will hear a report on any item submitted to it and will vote whether to accept the item for further discussion and action.

#### Section 2. Membership

- a. Elections for University Senate membership must be held in the spring not later than May 1. The newly elected members assume their positions at the first regularly scheduled meeting of the Senate of each fall semester.
- b. The Senate has the authority to declare vacancies in its membership by reason of inactivity, resignation and/or other appropriate circumstances.

## Present Constitutional By-Laws

- c. Items selected for the agenda will be given priorities determined by the need for immediate or pressing recommendations from the Senate.
- d. If there are no items which merit more immediate recommendations than others, the agenda will be compiled as the requests are received.
- e. Since the Senate recommends to various University policy making groups, it will be necessary to select agenda topics on which, when recommended by the Senate, action may be taken by these various groups.
- f. Items not selected for the agenda will be listed on separate sheet and will be made available to all Senate members for their consideration.
- g. The agenda committee will have the right to ask for verification of any signature submitted on a request.
- h. Agenda items for all meetings shall be exempt from the preceding regulations and shall be the responsibility of the Chairman of the University Senate.  
(Added January 10, 1974)

## Section 6. Elections

The election of student membership to the University Senate shall be held at the regularly scheduled Spring Student Council election. Elections for University Senate membership other than students shall be held in the spring not later than May 15. These newly elected members shall assume their positions at the first regularly scheduled meeting of the Senate of each fall semester.

## Section 7. Elections Committee

The Elections Committee, appointed by the Chairman of the University Senate, shall be composed of members of the University Senate to include one member from each of the Schools of the University and one student. This committee shall be

## Proposed

### Section 3. Senate Committees

The first meeting of the University Senate meetings is to be called by the chairperson of the Senate.

- a. Senate Committee on Elections.  
The chairperson appoints from the voting membership a committee on elections to be composed of three faculty members, one administrator, one support staff, and one student. This committee is authorized to establish the voting procedures for regular and special elections.
- b. Senate Committee on Budget.  
The chairperson appoints from the voting membership a committee on the university budget to be composed of three faculty members, one administrator, one support staff, and one student. This committee will review the University budget and make its recommendations directly to the president of the University. The committee will report to the University Senate about its work but confidential budgetary information not previously made public by the University will not be disclosed.
- c. Senate Committee on University Committees.  
The chairperson appoints from the voting membership a committee on University committees to be composed of three faculty members, one administrator, one support staff, and one student. This committee seeks to obtain summaries of the Minutes of all university-wide committees and reports to the University Senate monthly with a written report.
- d. Senate Committee on Faculty Concerns.  
Senators elected by the faculty will comprise the Committee on Faculty Concerns. This committee deals with faculty concerns and presents a written report monthly to the University Senate.

appointed at the second regularly scheduled meeting of the Senate. The members shall hold office until successors are appointed. The functions of the Elections Committee shall be as follows:

- a. This committee shall assist the Chairman during the election of University Senate Officers at the first regularly scheduled meeting of the Senate. In addition, every two years this committee shall assist the Chairman in the election of faculty members for the standing committees of the University.
- b. This committee shall record the alphabetic rotation of each School and notify the appropriate Dean of the School of his Senate membership by May 15.
- c. This committee shall record the alphabetic rotation of Departments of each School and notify the appropriate Department Head of his Senate membership by May 15.
- d. This committee shall be responsible for sending reminders concerning the election date to the following areas of elected membership:
  - (1.) Bureau of Business Affairs
  - (2.) Bureau of Student Affairs
  - (3.) Bureau of University Affairs
  - (4.) Bureau of Research and Development
  - (5.) Each School of the University
  - (6.) Student Council

#### Section 8. Faculty Committee on Committees

The University Senate shall elect from its faculty membership one member to serve on each of the standing committees of the University. This membership shall comprise a committee whose responsibility shall be to report to the University Senate all actions of the standing committees of the University. In addition, this committee will transmit recommendations of the University Senate to the standing committees of the University. Vacancies in this committee shall be appointed from the faculty membership by the Chairman of the University Senate.

#### Proposed

- e. Senate Committee on Administrative Concerns: Senators elected by the administrators comprise the Committee on Administrative Affairs. This Committee deals with administrative concerns and presents a written report monthly to the University Senate.
- f. Senate Committee on Support Staff Concerns: Senators elected by the support staff comprise the Committee on Support Staff Concerns. This committee deals with support staff concerns and presents a written report monthly to the University Senate.
- g. Senate Committee on Student Concerns. Students in the University Senate comprise the Committee on Student Concerns. This committee deals with student concerns and presents a written report monthly to the University Senate.

#### Section 4. Transmittal

(Same as Present) Section 11

#### Section 5. Order of Business

(Same as present) Same as Section 12

#### Section 6. Amendments, Alteration or Repeal

(Same as Present) Section 13

Present

#### Section 9. Faculty Committee on Professional Ethics and Conduct

A faculty committee shall be established by the University Senate to consider matters pertaining to professional ethics and conduct of the faculty members of the University. Any complaint, charge, or conduct involving malfeasance, moral turpitude, or incompetence believed to be damaging to the personal or professional reputation of an individual faculty member shall be brought before this committee. The committee shall report to the University Senate on all matters discussed before this committee with or without recommendation. Any faculty member of the University who has served two academic years at the University shall be eligible for appointment by the Chairman of the University Senate to membership on this committee.

#### Section 10. Temporary Chairman of Committee

For all University Senate committees, the Chairman of the University Senate shall appoint from the committee's membership a temporary chairman whose responsibility shall be to assemble the committee for the purpose of electing its officers.

#### Section 11. Transmittal

The Chairman of the University Senate shall transmit in writing all formal actions from the University Senate to the appropriate persons and/or committees and shall request that all formal communications to the Senate be in writing.

#### Section 12. Order of Business

The order of business at meetings of the University Senate shall be:

- a. Meeting shall be called to order
- b. Reading and approval of the minutes
- c. Reports of the committees
- d. Unfinished business

Present

- e. New business in the order appearing on the agenda
- f. Adjournment

Section 13. Amendment, Alteration, or Repeal

The By-Laws may be amended, altered, or repealed by the following process:

- a. A member of the University Senate may submit in writing a proposed amendment, alteration, or repeal of any By-Law to the Chairman of the University Senate. The Chairman shall give written notice thereof to the members of the University Senate and shall include it on the agenda of the next meeting.
- b. At the meeting following submission, the University Senate may discuss and vote upon the said amendment, alteration, or repeal. Ratification of the proposed change shall be by the vote of a simple majority of the membership present at the meeting.